

# City of Jacksonville

## Recreation & Parks Department

### Facility Rental Guide

Phone (910) 938-5312

Fax (910) 938-9520



Thank you for considering the City of Jacksonville as a site for your meeting or special event. This guide is designed to help you find, reserve, and plan the space that meets your needs. This guide will assist you with:

- Making a reservation
- Understanding the guidelines for usage

The Jacksonville Recreation and Parks Department (JRPD) permits the use of City facilities to individuals, organizations and groups wishing to rent the facilities. Rental of facilities or property is done at the Jacksonville Recreation Administrative Office. Rental requests and confirmations will fall under the general supervision of the Recreation Operations Coordinator. The Recreation Operations Coordinator and other staff as directed will be responsible for taking reservations, confirming the appropriateness of proposed use, verifying availability, determining and collecting fees, and issuing receipts. Center Supervisors will check calendars, assign staff as required for rentals, provide follow up with renters regarding details, and provide supervision of facilities during rentals. Should you have additional questions, please consult with the Recreation Operations Coordinator and/or Recreation Administrative Staff.

#### **Reservation Process**

- Reservations are accepted up to one year in advance, and on a space availability basis. Reservations are processed on a first-come, first-served basis. The Recreation and Parks Department requires a two week minimum notice for facility reservations. These guidelines are set so that we may ensure we are prepared for your event. It is best to inquire about reserving a facility as soon as possible. **NOTE:** Reservation requests cannot conflict with and/or interfere with current City of Jacksonville core programs, activities or scheduled administrative use.
- Available hours for rentals may be adjusted to accommodate other activities. Approval from the Recreation Operations Coordinator and/or Director will be needed.

#### **Fees and Payment Methods**

- Rental fees charged will be based upon an appropriate fee for that facility, as designated by the current City of Jacksonville Fees Schedule (*see attached*).
- A receipt will be issued for all funds received.
- Facility rental payment may be made by cash, check (personal, cashier or money order) or credit card (VISA or MasterCard). A \$25 NSF service fee will be charged for returned checks.
- **NOTE:** The JRPD reserves the right to charge additional rental fees when a renter requires additional time for damages to the facility to be repaired, clean up of the facility or storage of equipment, which exceeds the original hours agreed upon and paid for. Additional fees will be based upon the number of additional hours needed, and/or for hours or days needed until such time as the building is repaired, cleaned up, or equipment is removed. Fees will be charged either at the hourly or daily rental fee, or by direction of the Recreation and Parks Director. The storage of items or equipment required for events that cannot be delivered or picked up the same day of the event will be stored at the owner's risk.

### **Application and Payment Process**

- A complete Special Events Request Form must be submitted and signed by the legally responsible party if a reservation is considered a "special event." Examples of special events are fundraisers, jamborees, tournaments, or any event with an expected head count of 100 or more.

The requested date(s) is not secured until a \$50 deposit and/or full payment of all rental fees is received. A deposit is only permitted if the total cost of the rental is \$200 or greater. Facility reservation must be paid in full two (2) weeks prior to the event date if deposit is placed. Non-payment will result in a hold on the request and a possibility for the date to be made available to new applicants.

### **Final Confirmation**

- The renter must meet with Recreation Administrative Staff to present the deposit/payment and review the rental contract in person at a date no less than two (2) weeks prior to the event. At this time, a point of contact, including phone number, must be named prior to the start of the rental. This point of contact is required to remain on-site from the time the rental begins (set-up) through the time the rental ends (tear down).

### **Cancellations, Refunds & Rescheduling Process**

- All rescheduling or refund requests must be made in writing (via email, fax, U.S. mail) or in person.
- A \$25 Administrative Fee will be assessed for all refunds. Refunds take approximately 10-14 days from the time of request, and will be mailed from the City of Jacksonville to the renter or in the case of a credit card payment, credited back to the card that was used to rent the facility.
- If a rental is cancelled by the renter, a notice must be given to the JRPD Administrative Office 72 business hours prior to the scheduled rental to ensure a refund is processed. If a cancellation notice is not given, the JRPD shall retain the rental fees paid and/or deposit.
- If a rental is cancelled by the JRPD because the renter has failed to provide all the necessary information as instructed, the JRPD shall retain the rental fees paid and/or deposit.
- The JRPD shall make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of God, or national emergency prohibits the opening of a facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have the rental fees refunded in full. The JRPD assumes no financial or other obligations to the renter as a result of any cancellations.

### **Renter Responsibilities**

- Each individual in the group must obey all applicable City of Jacksonville, County, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave the premises and/or be subject to legal action.
- The renter is responsible to provide general supervision and control over all activities and people to prevent injury or damage. A designated point of contact must be named, identified and on-site for the entire rental which includes set-up and tear down.
- Renter must provide general clean-up of rental facility related to their decorations or use of facility. Renter is responsible for removal of all personal belongings and/or left-over food from the premises. The facility should be left in the same condition it was in at the start of the rental period.

- Renter is financially responsible for any damage to or the need for extraordinary cleaning of the facility (beyond one hour) or for cleaning related to improper use of the facility or amenities that may be caused by the customer or someone from their group. Additional fees will be based upon the number of additional hours needed, and/or for hours or days needed until such time as the building is cleaned up, or equipment is removed. Fees will be charged either at the hourly or daily rental fee, or by direction of the Recreation and Parks Director. The storage of items or equipment required for events that cannot be delivered or picked up the same day of the event will be stored at the owner's risk.
- Any damage to JRPD facilities or property (i.e. light poles, parking lots, landscaping) caused by the renter or as a result of the renter's event or participants of the renter's event will be the financial responsibility of the renter. Any costs incurred for damages must be paid within 14 days to the Jacksonville Recreation and Parks Department.
- A certain number of tables and chairs are available at each facility. If additional/different tables or chairs are needed, arrangements must be made with an outside rental company by the renter.
- Room Capacity determines the maximum number of guests allowed either seated or standing. By fire code the listed capacity cannot be exceeded at any time, and will be enforced by Staff on duty. Violation of the capacity will result in loss of the rental fees paid and termination of the event.
- All facilities are rented on a two-hour basis. The rental time includes time needed for set-up and tear-down by the renter. Rentals which do not vacate the premises as per the rental agreement/contract terms will be assessed additional fees at the established rates per the City of Jacksonville Schedule of Fees.
- The carrying or use of firearms, explosives, knives or weapons of any kind upon JRPD property is strictly prohibited.
- No Person shall use obscene, loud, violent or profane language while on JRPD property, nor shall anyone conduct themselves in a disorderly or obscene manner or commit any nuisance upon JRPD property.

### **Alcohol**

- The use of alcoholic beverages or illegal use of drugs is strictly prohibited on JRPD property (to include all buildings and parks). Renters assume responsibility for the conduct of the participants of their event. This policy includes all participants who attend (and/or pay an admission fee) any private or public events by renters of JRPD facilities (i.e. shows, dances, etc.). Any incident(s) of anyone having alcohol or drugs, or who is under the influence of such, is grounds for the JRPD and/or the Jacksonville Police Department to end the event and have the renter and participants vacate the premises. Under these circumstances there will be no refund for the rental. Any repercussions resulting from a cancellation or closure of an event, such as any issues with the public, who may have paid an admission fee, or are due a refund, are the sole responsibility of the renter.

### **Animals**

- Guide and Service Dogs (animals) for persons with disabilities are permitted. Any other animals shall be prohibited from the JRPD indoor facilities. The JRPD reserves the right to approve use for a one-time program.

### **Parking**

- Renters will be responsible for providing parking lot attendants. It will be the renter's responsibility to direct participants to authorized parking areas. The renter will be responsible for providing egress and ingress to the event. Emergency vehicle access must be kept open at all times. Renters will be held responsible for damage caused from parking in unauthorized areas. Towing will be enforced. Parking or driving on grass or sidewalks is strictly prohibited unless prior approval is received from JRPD.

### **Permits**

- The JRPD along with the Jacksonville Police Department reserves the right to determine the need for permits needed for events held in its facilities and require permits to be provided by anyone using its facilities. The JRPD reserves the right to contact the Jacksonville Police Department regarding permitting issues for specific events prior to consenting to facility use.
- A sound permit is needed if a facility is located in a residential area and amplified sound will be used.
- A gathering permit is needed if an event is held outdoors and more than 50 people are expected.

### **Security**

- The JRPD reserves the right to determine the need for security for events held in its facilities and require security to be provided by anyone using its facilities. The JRPD reserves the right to contact the Jacksonville Police Department regarding security issues for specific events prior to consenting to facility use.
- Depending on the intended use of the facility, the JRPD may require the renter to contact Jacksonville Police Department to make arrangements for an off duty police officer(s) to provide security at the scheduled event. The number of officers will be determined by the size of the group by the Jacksonville Police Department. Generally, groups of 100 or less will be required to have two officers present. Additional officers may be required above that number. Officers will be paid directly by the event sponsor.
- If the Jacksonville Police Department is unable to provide off duty Jacksonville Police Officers to provide security, the JRPD reserves the right to consult with the Jacksonville Police Department regarding whether or not to deny the request for facility use for lack of appropriate security. JRPD will allow you to use the Onslow County Sheriffs Department as a source of security. No Private security should be used.
- Some examples which may require security are: large scale community events, concerts, dances, other types of entertainment, athletic competitions, meetings, teen/youth programs or large gatherings.

### **Dances**

- The sponsoring group will establish a system to monitor participants as they enter and leave the building (such as proof of age, school affiliation, or tickets, etc.), which will be the responsibility of the renter. The JRPD will require the sponsor to contact Jacksonville Police Department to make arrangements for an off duty police officer(s) to provide security at the dance. All dances must end by 11PM.
- The JRPD may require the renter to make and show proof of arrangements for special cleaning requirements, floor coverings, pick up and delivery of special items.

### **Liability/Insurance**

- The safety and security of any property brought onto City property is at the risk of the renter. It is the renter's responsibility to provide for the safety and security of any participants they permit at their event.
- Depending on the intended use of the facility, the JRPD may require the renter to provide a Certificate of Liability Insurance reflecting General Liability coverage at \$1,000,000 per occurrence and \$2,000,000 general aggregate and naming the City of Jacksonville as an additional insured. The insurer affording coverage must be licensed in North Carolina.
- Any damage to JRPD facilities or property (i.e. light poles, parking lots, landscaping) caused by the renter or as a result of the renter's event or participants of the renter's event will be the financial responsibility of the renter. Any costs incurred for damages must be paid within 14 days to the Jacksonville Recreation and Parks Department.
- The JRPD assumes no liability for damage, loss, or responsibility for any items or equipment required for events that are left attended or unattended in JRPD facilities, or which have been delivered or picked up prior to the scheduled time of the rental.
- The renter is responsible for any required permits not covered in JRPD Policies, and may be required to show proof of permits as required, i.e. vendor licenses, health department proof of inspection, and certifications of food handlers, checking for proper insurance and current proof of inspection. Information on how to obtain the proper permits from the Jacksonville Police Department will be provided.
- Any violation of JRPD Policies, City ordinances or laws may result in the renter's event being immediately shut down, and may prevent the renter from future use of JRPD facilities, and may be subject to prosecution depending upon the nature of the violation.

# City of Jacksonville

## Facility Rental Fees

Phone (910) 938-5312

Fax (910) 938-9520



### *Jack Amyette Recreation Center (1825 South Drive)*

- ☐ **Front Room** (\$40 - \$120 PER 2-HOUR INCREMENT)
  - Capacity of 60 people
- ☐ **Gymnasium** (\$50 - \$150 PER 2-HOUR INCREMENT)
  - Capacity of 125 people
- ☐ **Entire Building** (\$60 - \$180 PER 2-HOUR INCREMENT)
  - Capacity of 250 people

### *Jacksonville Commons Recreation Center (100 Recreation Lane)*

- ☐ **Meeting Room** (\$40 - \$120 PER 2-HOUR INCREMENT)
  - Capacity of 100 people
- ☐ **Gymnasium** (\$100 - \$300 PER 2-HOUR INCREMENT)
  - Capacity of 1,500 people
- ☐ **Entire Building** (\$120 - \$360 PER 2-HOUR INCREMENT)
  - Capacity of 1,750 people

### *Jacksonville Commons Senior Center (100 Recreation Lane)*

- ☐ **Community Room** (\$30 - \$90 PER 2-HOUR INCREMENT)
  - Capacity of 23 people
- ☐ **Choate Room/Social Hall** (\$60 - \$180 PER 2-HOUR INCREMENT)
  - Capacity of 87 people
- ☐ **Entire Building** (\$80 - \$240 PER 2-HOUR INCREMENT)
  - Capacity of 110 people

### *Kerr Street Recreation Center (36 Kerr Street)*

- ☐ **Entire Building** (\$40 - \$120 PER 2-HOUR INCREMENT)
  - Capacity of 100 people

### *Northwoods Recreation Center (621 Henderson Drive)*

- ☐ **Entire Building** (\$40 - \$120 PER 2-HOUR INCREMENT)
  - Capacity of 100 people

# City of Jacksonville

## Recreation & Parks Department

### Facility Rental Reservation Application

Phone (910) 938-5312

Fax (910) 938-9520



#### Reservation Instructions:

1. Review the **Facility Rental Guide** for complete details on rental reservations, fees and guidelines.
2. Complete the Facility Rental Reservation Application and submit to the JRPD Administration Office.
3. Applications are reviewed on a first-come, first-served basis, with walk-in reservations processed first.

---

#### Facilities Rental Selection:

##### **Jack Amyette Recreation Center (1825 South Drive)**

- ☐ Front Room
- ☐ Gymnasium
- ☐ Entire Building

##### **Jacksonville Commons Recreation Center (100 Recreation Lane)**

- ☐ Meeting Room
- ☐ Gymnasium
- ☐ Entire Building

##### **Jacksonville Commons Senior Center (100 Recreation Lane)**

- ☐ Community Room
- ☐ Choate Room/Social Hall
- ☐ Entire Building

##### **Kerr Street Recreation Center (36 Kerr Street)**

- ☐ Entire Building

##### **Northwoods Recreation Center (621 Henderson Drive)**

- ☐ Entire Building

#### Rental Information:

☐ Dance ☐ Meeting ☐ Wedding/Reception ☐ Party ☐ Reunion ☐ Memorial ☐ Other: \_\_\_\_\_

**Type of Organization:** ☐ 501 3(c) ☐ Other: \_\_\_\_\_ **Number of guests:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Start & End Time:** \_\_\_\_\_

**Are food, beverage and/ goods being sold?** ☐ Yes ☐ No

**If yes, description:** \_\_\_\_\_

**Is admission being charged?** ☐ Yes ☐ No **If yes, Pre-Sale \$** \_\_\_\_\_ **At the door \$** \_\_\_\_\_

I hereby certify that I have read the **Facility Rental Guide**, and fully understand and agree to abide by all of the material, rules and policies outlined herein. Failure to comply may result in my facility rental reservation being cancelled or terminated. **RELEASE OF LIABILITY:** I waive all rights and release all claims that might be had against the City of Jacksonville Recreation & Parks Department, its hired or contracted instructors, and their employees and agents, for any and all injuries or losses which may be suffered because of my participation, my child's/children's and/or guests participation in the above rental event. I give my permission to have my photo, my child's/children's, or guests taken during programs/events, used for publicity purposes by the City of Jacksonville Recreation & Parks Department.

**Contact Person Name:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_